

## Town of Wellfleet, Massachusetts

### **Position Title:**        **Library Director**

**Statement of Duties:**    The Library Director is responsible for planning, developing, implementing and maintaining library operations and services for the Wellfleet Public Library. The Director is expected to create an atmosphere of respect and service and to provide a leadership role within the library, the community and the library profession. Employee is required to perform all similar or related duties.

### **Supervision:**

Under administrative direction of Library Trustees, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; Consults with Library Trustees only where clarification, interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets. The employee is also expected to resolve all conflicts, which arise and coordinate with others as necessary.

Has access to some confidential information obtained during performance of regular position responsibilities, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

Employee is accountable for the direction and success of programs accomplished through others. The Director is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The Director typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

### **Judgment:**

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

### **Job Environment:**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Relationships are constantly with co-workers, the general public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news

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media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee deals with the public and other individuals on behalf of a department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions.

Duties generally do not present occupational risk with only occasional exposure to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting or carrying heavy equipment or materials.

Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Recommend policies to the Library Board of Trustees
2. Formulate immediate and long-range goals for the Library
3. Implement established library policies and procedures.
4. Develop annual budgets in a timely way and direct and monitor expenditures of town appropriations, trust funds, gifts, grants and State aid.
5. Develop staff job descriptions and schedules, train and supervise staff, rate their job performances, hire and terminate.
6. Encourage staff growth by participation in professional associations, workshops and seminars.
7. Organize and oversee a volunteer program.
8. Monitor the maintenance of the library building and grounds and submit job request as needed.
9. Examine book reviews, publishers' catalogs and patrons' requests to select and purchase all books, periodicals and audio-visual materials.
10. Provide reference services
11. Assess needs of total library collection.
12. Evaluate and select all equipment, including computers, audio-visual equipment, furniture and office equipment.
13. Catalog new materials as needed.
14. Research and pursue grants and other special funding.
15. Initiate and organize cultural events, programming, and community services.
16. Schedule meetings, programs and classes in the library.
17. Investigate new trends, programs, techniques and equipment to improve library services.

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18. Maintain contact with other town departments, the schools, other libraries and the general public to publicize and promote library programs and services.
19. Participate in professional organizations and other library-related agencies.
20. Prepare all required reports to the Trustees, the Town Administrator, the Board of Selectmen and the Massachusetts Board of Library Commissioners.

### **Recommended Minimum Qualifications**

**Education and Experience:** A candidate for this position should have a Master's Degree in Library Science with a minimum of 3-5 years related work experience or an equivalent combination of education and experience.

#### **Knowledge, Abilities and Skill**

**Knowledge:** Thorough working knowledge of office procedures and machines. Working knowledge of town government. Working knowledge of departmental operations and relationship with other town departments, state and federal law enforcement agencies and offices.

**Ability:** Ability to meet and deal with the public effectively and appropriately. Ability to handle problems and emergencies effectively. Ability to communicate clearly, both orally and in writing. Ability to operate a computer. Ability to maintain confidential information. Ability to maintain, manage, and organize records. Ability to deal appropriately with town employees, town officials and the public.

**Skill:** Excellent organizational skills. Excellent data processing skill in the use of personal computers and office software including word processing and spreadsheet applications.

#### **Work Environment**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

#### **Physical and Mental Requirements**

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting and moving of objects such as tables, chairs, photocopy and computer paper (up to 30lbs.).

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a phone system, computer and/or most other office equipment, typing and/or word processing, filing, sorting, working with hand tools and operating a motor vehicle.